



North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services
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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

July 15, 2005

MEMORANDUM

TO: LME Directors

FROM: Mike Moseley 

RE: Waiver Transition: New CAP-MR/DD Waiver Provider Enrollment, Notice to Consumers and Families

Preparations for implementation of the new CAP-MR/DD Waiver continue with an implementation date of September 1, 2005. This memorandum contains information about decisions that have been made regarding implementation procedures.

Local Management Entities and currently enrolled CAP-MR/DD Providers will continue to be enrolled in the new CAP-MR/DD Waiver. Enclosed is a Provider Enrollment Crosswalk that lists current CAP-MR/DD Services and the corresponding new service in the new waiver that the LME and/or Provider Agency will be enrolled to provide. **No action will be required on the part of an LME or Provider Agency to provide a new service that crosswalks directly from the current waiver.**

There are two new services in the new CAP-MR/DD Waiver that do not crosswalk from the existing waiver: Day Supports and Residential Supports. LMEs and Provider Agencies that wish to provide those services are required to add those services to their current CAP-MR/DD Enrollment. The following documents are enclosed that explain and are to be used to add these services:

- Provider Enrollment of Day and Residential Supports
- DMA Application for Provider Participation/Community Alternatives Program
- Standardized Provider Endorsement/Certification Letter

It should be noted that CAP-MR/DD providers, as directly enrolled Medicaid providers, will eventually be subject to Provider Endorsement as outlined in Communication Bulletin #044. The process of enrollment outlined in the attached documents provide for transition to the new CAP-MR/DD waiver in the meantime, until the endorsement process is implemented for CAP-MR/DD services.



LME Directors are asked to notify Adrina Jones in the Accountability Team Office of staff who is authorized to sign Provider Endorsement/Certification Letters. Ms. Jones can be reached at 919-881-2446 or by e-mail at Adrina.Jones@ncmail.net In order to process all requests to add these services all information must be received in the Accountability Office by August 1, 2005.

Implementation of the new waiver will require that LMEs issue new service orders to Provider Agencies for all CAP-MR/DD services. Prior to issuing new service orders, LMEs should review all new and existing Provider Enrollment Letters from DMA, to make sure that the Provider Agency is correctly enrolled for the CAP-MR/DD service for which the order is being issued. Plans of Care will also need to be revised and approved by the LME prior to issuing service orders.

Federal regulations require notification to waiver participants when transitioning to a new waiver. This notification must occur 30 days prior to implementation of the waiver. As an attachment to this memo you will find a sample letter which may be used to provide this notification to waiver participants or the legally responsible person.

Questions about this letter should be addressed to Adrina.Jones@ncmail.net or Vivian.Leon@ncmail.net.

Attachments:

Provider Enrollment of Day and Residential Supports

Certification Letter for Provider

Provider Enrollment Crosswalk

Sample Notification Letter to Waiver Participants/Legally Responsible Person

cc: Secretary Carmen Hooker Odom
Allen Dobson, MD
Executive Leadership Team
Management Leadership Team
State Facility Directors
Carol Duncan Clayton
Patrice Roesler
MH Commission Chair
Coalition 2001 Chair
SCFAC Chair



**2005 CAP-MR/DD Waiver
Provider Enrollment of Day and Residential Supports**

Applies to:

1. **Providers enrolled in the current CAP-MR/DD Waiver.** (Providers not currently enrolled to provide CAP-MR/DD services must follow the steps for enrollment of new providers currently in place.)
2. **All providers who desire to provide CAP-MR/DD services in their licensed day or residential programs.**
3. **One person Alternative Family Living Homes for adults.** For the purposes of the CAP-MR/DD Waiver, an Alternative Family Living Home or Adult Foster Home is provided as an out of home placement for a person who chooses this setting or whose family cannot provide care for that person. The individual receives 24 hour care from and lives in a private home with a family home environment where the services are for the care and/or habilitation of the individual. The home does not require a license because it serves only one adult with a developmental disability. The LME and CAP-MR/DD Case Manager jointly monitor the health and safety of the person. CAP-MR/DD services may not be utilized as payment for room and board costs.

Providers of Services in Licensed Facilities: The provider agency completes the North Carolina Division of Medical Assistance Application for Provider Participation Community Alternatives Program (CAP) and indicates that the provider agency desires to add Day Supports and/or Residential Supports to their CAP-MR/DD Enrollment. The provider agency attaches copies of the license of all facilities in which the agency will be providing services. The license must be in the name of the agency that is making application to provide Day Supports and/or Residential Supports. The completed enrollment package with the license, Division approval letter and LME endorsement is submitted to the Division of Medical Assistance Provider Services (Mail Service Center 2506, Raleigh, NC 27699-2506).

Note: For day facilities that are not currently licensed and/or must recruit staff, the provider will have one year from the date of implementation of the CAP-MR/DD waiver to obtain licensure, recruit staff and enroll to provide the Day Supports. The community component of Home and Community Supports may be used during this time frame to support those waiver recipients who have chosen to attend the day facility. The Home and Community Supports may be provided by a provider agency other than the day facility.

Providers of Services in Unlicensed One Person Alternative Family Living Homes for Adults: Residential Supports was designed to meet the habilitation, personal care, and support needs of individuals in unlicensed alternative living settings, as well as, licensed residential settings. To provide Residential Supports in an unlicensed one person adult alternative family living home, the agency requests that the Local Management Entity that is the lead agency for the individual issue a certification letter for the home in lieu of a Division of Facility

Service License. **The LME verifies that the home provides services and care that ensure the health and safety of the individual living in the home.** The LME issues the certification letter using the standard DMH/DD/SAS certification letter to the provider. The provider submits the Application for Provider Participation and the LME certification letter (s) to the Division of Mental Health/Developmental Disabilities/Substance Abuse Accountability Team (Mail Service Center 3012, Raleigh, NC 27699-3012). The Accountability Team reviews the application and certification letter and issues a DMH/DD/SAS certification letter and forwards the information to the Division of Medical Assistance Provider Enrollment Section.

Providers of Services in *Both* Unlicensed One Person Alternative Family Living Homes for Adults *and* Licensed Facilities: For provider agencies desiring to provide Residential Supports in both one person adult alternative family living homes and residential facilities that have licenses, the agency follows the process for Providers of Services in Unlicensed One Person Alternative Family Living Homes but also includes copies of all licenses of day and/or residential programs where CAP-MR/DD Services will be provided in the application package submitted to DMH/DD/SAS Accountability Team.

Division of Medical Assistance Review: The Division of Medical Assistance reviews all applications and requests to bill Medicaid for Day Supports and/or Residential Supports. If the required documentation is complete, Provider Services shall issue the providing agency a DMA provider number and an executed provider agreement.

Completed applications received by DMA or DMH/DD/SAS on or before August 1, 2005 shall be given an effective date of September 1, 2005. Enrollment requests received after August 1, 2005 may not be processed by the effective implementation date of the waiver. DMA shall process completed applications received within enrollment time frames, effective dates of these applications is determined by the Division of Mental Health approval letter.

DMA Provider Services will notify the provider agency in the event the application request for services has been denied, is missing information or requires further clarification in order to process. Provider agencies should not begin providing CAP-MR/DD services until a CAP-MR/DD approval letter is received from DMA for the requested services and service orders are issued by the LME.

Provider Agency Actions following Receipt of Approved Participation Agreement: The Provider Agency sends a copy of the approved, signed provider participation agreement and a copy of the license of any facility in which the Day Supports and/or Residential Supports are to be provided to the LME. The LME issues services orders per the Plan of Care upon receipt of the approved provider participation agreement and the applicable license(s).

Provider Enrollment Crosswalk CAP-MR/DD 2001 Waiver to CAP-MR/DD Waiver 2005

Provider Currently Enrolled to Provide CAP Service	Provider Enrollment Crosswalks to Service in July, 1, 2005 Waiver	Comments
Adult Day Health	Adult Day Health	LME will issue new service orders to Provider Agency
Augmentative Communication	Augmentative Communication	Service provided by Lead Agency (LME)
Crisis Stabilization	Crisis Services	LME will issue new service orders to Provider Agency
Day Habilitation	See new services at the end of this crosswalk	N/A
Developmental Day Care	See new services at the end of this crosswalk	N/A
Environmental Accessibility	Home Modifications	Service provided by Lead Agency (LME)
Family Training	Individual/Caregiver Training and Education	LME will issue new service orders to Provider Agency
In Home Aide Level I	N/A-no longer available	N/A
Interpreter	N/A-no longer available	N/A
MR Personal Care Services	Personal Care Services and Enhanced Personal Care Services	LME will issue new service orders to Provider Agency.
MR Waiver Equipment and Supplies	Specialized Equipment and Supplies	Service provided by Lead Agency (LME)
Personal Emergency Response System	Personal Emergency Response System	LME will issue new service orders to Provider Agency
Respite Care Institutional	Respite Care Institutional	LME will issue new service orders to Provider Agency
Respite Care Non-Institutional	Respite Care Non-Institutional and Enhanced Respite Care Non-Institutional	LME will issue new service orders to Provider Agency
Respite Care Services-Nursing	Respite Care-Nursing	LME will issue new service orders to Provider Agency
Respite Care-Facility Based with 24 hour awake staff	Respite Care-Facility Based with 24 hour awake staff	LME will issue new service orders to Provider Agency

Supported Employment	Supported Employment	LME will issue new service orders to Provider Agency
Supported Living	<ul style="list-style-type: none"> • Home and Community Supports • Residential and Alternative Family Living Providers should see New Services 	LME will issue new service orders to Provider Agency
Therapeutic Case Consultation	Specialized Consultative Services	LME will issue new service orders to Provider Agency
Transportation	Transportation	Service provided by Lead Agency (LME)
Vehicle Adaptations	Vehicle Adaptations	Service provided by Lead Agency (LME)
New Service	Day Supports	Provider Agency that wants to provide this service is required to add this service to their CAP-MR/DD Enrollment
New Service	Residential Supports	Provider Agency that wants to provide this service is required to add this service to their CAP-MR/DD Enrollment

Note: Service Orders must be issued for all new waiver services due to name and rate changes. However, for those services that directly crosswalk from old to new service definitions AND there is no increase in scope, duration, or frequency a service order may be issued by the case manager without going through the LME local approval process. Any change in scope, frequency, or duration of service requires a revision and must go through local approval before a service order may be issued.